

Nebraska State Records Board

440 S. 8th St. Suite 210, Lincoln, NE 68508 402-471-2745

John A. Gale, Chairman

APPLICATION FOR STATE RECORDS BOARD GRANT TO IMPROVE ACCESS TO PUBLIC INFORMATION

1. Name of agency applying for grant Plattsmouth Public Library Foundation
2. Grant amount requested \$25,000.00 _____
3. Title of project Digitization of Plattsmouth Newspapers
4. Brief description of project:

The Plattsmouth Public Library has 138 reels of Plattsmouth newspapers on microfilm, from 1865-2003. The library has scanned several years of the microfilm into a digitized format, but the end product is often hard to read. At the current rate, the library would need another 31 years to digitize the remaining newspapers, since the scanning is being done by volunteers. The library plans to have its full run of the Plattsmouth newspapers digitized by an outside firm based on standards set by the Library of Congress for its National Digital Newspaper Program (NDNP) and Chronicling of America. This digitized product will then be made available on the Internet for anyone to search by keyword, and the library will submit the years that fall within the scope of the NDNP and Chronicling of America to the Library of Congress for inclusion in this national database as well as submit the files for inclusion in the Nebraska Digital Newspaper Project.

Responses are required to all questions in Parts I & II and all associated documents that may be requested must be included in this submission in order to be considered for funding.

The Nebraska State Records Board is sponsoring a grant program for Nebraska government agencies for the development of programs and technology to improve electronic access to Nebraska government information and services by citizens and businesses with emphasis on web-enabled services. The State Records Board has set the maximum amount of any grant awarded at \$25,000.00 for this grant period. The grants may be used for the creation or enhancement of electronic access and delivery of government services and information, but not to fund ongoing operations. Nebraska government agencies wishing to apply for these grants may want to first contact Nebraska.gov to establish feasibility and scope of the project.

NOTE: Loss of Funding. The NE State Records Board may be unable to award grant funds, in whole or in part, in the event funding is no longer available.

Grant Criteria

Grant projects requesting funding must meet criteria #1-3.

1. Enhance the delivery of local government agency services and improve the public and business access to those services with emphasis on web-enabled services.
2. Meet the all applicable Nebraska Information Technology Commission Standards and Guidelines. State's technology access clause for providing equal access to services for persons with disabilities. A copy of the technology access clause is available at: <http://www.nitc.state.ne.us/standards/index.html> under 2. Accessibility Architecture.
3. If the project or service created or improved pursuant to the grant application involves the licensing, permitting or regulation of businesses, then the project or service must allow integration with the State of Nebraska's Business Portal at: <http://www.nebraska.gov/index.phtml?section=business>, and the One-Stop Online Business Registration System at: <http://www.nebraska.gov/osbr/cgi/domestic.cgi?osbraapplication/init/init/None>.

In addition, the following criteria will be considered when reviewing applications:

- Does the project enhance the delivery of state/local government agency services and improve the public, government and business access to those services?
- Does the project enhance or create an online presence?
- Does the project span more than one office or agency?
- What is the size of the customer base for this service and the geographic impact?
- Is there financial and or in kind contribution from other partners?
- Is there documented community support for the project?

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Part I. Grant Detail

1. Please describe the project in detail, to include your vision for the project (you may attach additional pages if necessary).

The Plattsmouth Public Library has the following Plattsmouth newspapers on microfilm:

Nebraska Herald – 4/12/1865 – 7/1882
Plattsmouth Weekly Herald – 8/1882 – 7/1892
Plattsmouth Herald – 8/1892 – 12/1894
Semi-Weekly News-Herald – 1/1/1895 – 1/7/1909
The News-Herald – 1/11/1909 – 9/22/1911
The Plattsmouth News-Herald – 9/29/1911 – 11/15/1912
The Plattsmouth Journal – 7/12/1901 – 6/26/2003
Plattsmouth Daily Herald – 2/1883 – 1885, 1887-1892

In 2008, the library received a Library Improvement Grant from the Nebraska Library Commission. The funds allowed the library to purchase a microfilm scanner and Laserfiche software to scan the library's microfilm into tiff images, a recognized preservation format. Library staff trained volunteers to scan the microfilm, and almost 17 years (1983-2000) of microfilm have been scanned to date. However, the quality of the image is low due to poor microfilm and the use of the wrong lens for many years. Even when the lens was replaced, the scanning was such a slow process, that, according to the current rate, the remaining microfilm would take another 31 years to scan by volunteers. Also, the microfilm scanner is not able to work with a newer operating system (Windows 7), so the library is forced to maintain an old computer running Windows XP to work on the project. This limits the amount of time left before either the microfilm scanner or the computer will no longer work for the project, necessitating the purchase of a new scanner (generally, \$10-12,000) or having the project completed by an outside firm. The library therefore decided to seek quotes from outside firms which digitize microfilm.

While researching the digitization process and companies which perform this service, the Plattsmouth Public Library director sought guidance from Katherine Walter, the Director of the Nebraska Digital Newspaper Project and Professor and Chair, Digital Initiatives & Special Collections at University of Nebraska-Lincoln. The newspapers digitized as part of the Nebraska project (<http://nebnewspapers.unl.edu/>) were incorporated into the Chronicling of America project because they used the NDNP standards created by Library of Congress. Ms. Walter was invaluable in helping to explain the standards and the process our library would need to take in order for the Plattsmouth newspapers to be considered for inclusion in the Nebraska project and Chronicling of America.

NDNP standards (http://www.loc.gov/ndnp/guidelines/NDNP_201214TechNotes.pdf) include separate criteria for tiff (the preservation format), pdf (for printing), jpg (for images), OCR (optical character recognition, which converts the words on a microfilmed newspaper page into characters recognizable in a search), and XML metadata (for issue, page, and other key information). The Plattsmouth Library decided to request quotes from outside firms using the NDNP standards as well as quotes using the company's

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“traditional” standards. If at all possible financially, the library would use the NDNP standards.

The library has received quotes from three companies to digitize approximately 140,000 pages of microfilm covering 1865-2003. The highest, at \$173,950.00, has been removed from consideration. The remaining quotes are:

iArchives - \$77,000.00 (NDNP standards) - Attachment One
Northern Micrographics - \$74,940.00 (“traditional” standards), \$111,241.20 (NDNP standards) – Attachment Two

iArchives has digitized microfilm for the Library of Congress NDNP project for several funding cycles. Northern Micrographics has worked on several state historical society projects using NDNP standards. The Plattsmouth Library is continuing to work with both companies to further refine the quote and to explore options for storing or hosting the digitized microfilm when it is ready.

The library has two options for storing the digitized microfilm. One is to have the company which is doing the digitization host the data on its servers, using the software they provide to search, display, and print the newspaper pages. The second alternative is to host the digitized microfilm on the city server which is currently storing the documents scanned by the library and City Hall. Since the entire 1865-2003 run of Plattsmouth newspapers would probably be completed in batches, the library director has talked to the City of Plattsmouth’s Information Technology support to plan for possibly adding another hard drive to accommodate the future growth of the data. The data could be accessed by WebLink, a component of the Laserfiche software currently being used by several city departments to scan documents, or it could use open source software called ResCarta, as suggested by Northern Micrographics. The library will decide whether to host it locally or have it hosted by the chosen digitization company based on continuing negotiations with the two companies over the next few weeks.

Because the NDNP standards require that the digitization be done with negative microfilm (white print on black background) to minimize the effect of scratches and lines, the library will have to purchase all new reels of microfilm from the Nebraska State Historical Society at \$85.00 per reel. This would have been necessary for many reels anyway, since some of the microfilm owned by the library is diazo film, a third or fourth generation copy which is not usable for digitizing, and other reels were purchased so long ago that the copies are of low quality.

In the meantime, the Plattsmouth Public Library Foundation has pledged \$2,000.00 towards this digitization project and additional grants will be written to regional foundations. In addition, the library and the Library Foundation have begun a fundraising campaign to seek donations from local companies and individuals. The library director has spoken of the project on a radio program she addresses on a weekly basis, and she has spoken with several members of the Cass County Historical Society (CCHS). The director will be meeting with the CCHS at their next meeting to report progress on the project. She will also be asking to address other local organizations such as the Plattsmouth Main Street Association and local service clubs such as the Kiwanis

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Club and the Rotary, which supports the library on a regular basis. These meetings will promote awareness of the project and encourage donations. The director has also created a list of the missing issues from the microfilm reels and has published the lists on the library's web page, seeking the assistance of local citizens to fill in the gaps in the newspapers and to make donations toward the project. Additional updates will be published in The Plattsmouth Journal throughout the project.

Since the library does not expect to raise all the funds necessary for the complete project within a short time, the library plans to digitize the microfilm in batches. If the library receives this grant, it will combine the grant funds with funds it has already earmarked for the project and purchase approximately 45 reels of new masters which would be digitized in the first batch. The total number of microfilm reels in the Plattsmouth newspaper archives is 138.

2. Please describe who the beneficiary or recipient of this service will be.

The library currently receives requests for copies of newspaper pages from people all across the United States. Many of the requests are for obituaries as genealogists are tracing their family trees. Local historians frequently use the newspaper microfilm in the library. When the library digitizes the microfilm and makes it accessible on the Internet, it will be searchable by anyone on the Internet. People will no longer have to know the date for an event, they can search the paper by keyword to find the information they need.

An added benefit will be to city staff, since City Hall staff is currently scanning old City Council meeting minutes as time permits. Since City Council minutes, as well as notices of public hearings and public meetings, resolutions, ordinances, and minutes of the Board of Adjustment and Equalization have been published in the Plattsmouth Journal for many years as required by state statute, City Hall staff will not need to scan some of the old documents since they will be searchable in the newspaper database being created by the library's project. This will save staff hundreds of hours, with the added benefit of making these documents accessible to anyone.

Since Plattsmouth is also the Cass County seat, the newspaper archives are historically significant to the entire county and surrounding area.

3. Based upon your answer to question 2, what do you project the adoption rate to be in 1 year, 3 years and 5 years?

We project the adoption rate to be at least 70% in 1 year, since library staff and local historians account for the majority of use of the newspaper microfilm. We have talked to local historians who are enthusiastic about the project and looking forward to wider access to the archives. Within 3 years, the adoption rate would probably be about 90% as the library educates local citizens and genealogists of the searchability of the newspaper. Within 5 years, the adoption rate should be about 95%; the other 5% would be people who are uncomfortable with computers in general and always want assistance in finding things on the computer or who have no easy access to the Internet.

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4. Timeline for implementation of the project (a specific completion date (MM/YYYY) must be provided). Grant funds may lapse if not expended prior to completion date.

August 2012	Order new microfilm masters
September – October 2012	Test the film masters per NDNP guidelines
October 2012	Send the film to the company
November 2012 – January 2013	Microfilm is digitized
February 2013	Work out any access issues or technical issues discovered as Internet access is made available

Since, financially, it is unlikely that all 138 reels of the Plattsmouth newspaper archives can be digitized at once, the library will be purchasing and digitizing as many reels as can be processed with the grant funds received and the funds from the Library Foundation and other donations received to date. The library expects to digitize about 45 reels in the first batch, with the remainder to be digitized as additional grant funds and donations are received.

5. Does the project require additional statutory authority (explain)?

No additional statutory authority is required. There are no fees for accessing the data.

6. Specify (in detail) what the grant money will be used for. Include a complete cost breakdown of the project. Please attach bids from vendors (if applicable) and describe the relationship, if any, between a vendor and you or your agency. *These documents are mandatory for the application to be considered for funding.*

Since new masters will be required for NDNP standards, the library will have to purchase new reels from the Nebraska State Historical Society at the current cost of \$85.00 per reel. These masters will also need to undergo NDNP testing for text quality, density, resolution, and similar parameters. The State Historical Society can perform these tests at \$10.00 per reel, though the cost could be lower if library staff gathers some of the data, which it has done already.

The library received quotes from three companies to digitize approximately 140,000 pages of microfilm covering 1865-2003 using NDNP standards and, as an alternative, using "traditional" standards. The highest, at \$173,950.00, was removed from consideration. The remaining quotes are from iArchives, which has digitized microfilm for the Library of Congress NDNP project for several funding cycles, and Northern Micrographics, which has worked on several state historical society projects using NDNP standards. The Plattsmouth Library is continuing to work with both companies to further refine the quotes and to explore options for storing or hosting the digitized microfilm when it is ready. The library, its employees, the Library Foundation, and the City of Plattsmouth have no prior relationship with these companies.

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QUOTES:

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COSTS:

Purchase of negative masters as per NDNP standards (138 reels @ \$85.00/reel)	\$11,730.00
Test the masters per NDNP standards (138 reels @ \$10.00/reel)	\$ 1,380.00
Digitization of microfilm, minimum (approximately 140,000 pages)	\$77,000.00
External hard drives to deliver data to the library or for storage on city servers	\$ 500.00
TOTAL:	\$90,610.00

Since the library will not have enough funds to digitize the entire newspaper archive at once, the library will digitize what it can with the funds available, which should include:

REVENUE:

Nebraska State Records Board grant	\$25,000.00
Plattsmouth Public Library Foundation	\$ 2,000.00
Donations already received by Plattsmouth Public Library	\$ 1,100.00
TOTAL:	\$28,100.00

If the library receives less than \$25,000.00 from this grant or receives more donations by the time the microfilm is ready to mail for digitization, the number of reels to be digitized in the first batch will be adjusted. Based on the revenue above, the library expects to digitize approximately 45 of the 138 reels in the first batch.

The library will also be seeking additional grant funds from regional foundations and from a library-related foundation which has funded a similar library project in the past. All future donations received by the library which have not been earmarked for other purposes will be dedicated to this project until all the microfilm has been digitized. As new microfilm is completed, the library will budget or do fundraising with the Library Foundation to keep the digitized version as current as the microfilm is.

7. Collaboration. Please specify in detail any other public or private contributions for your project (financial, labor, equipment etc.) from other sources. Identify contributors and/or partners and specific dollar amounts.

The Library Foundation has pledged a minimum of \$2,000 to this project. The library has received nearly \$1,100 in miscellaneous donations since October 2011 that the library has earmarked for this project. Some of these donations were collected during special programs, such as one on the history of Nebraska forts; other donations were minor contributions received on a daily basis from library patrons.

Other grant requests will be submitted to local and regional foundations in the coming months to help us accomplish our goals as soon as possible. In addition, the Plattsmouth

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Library and the Library Foundation have begun a fundraising campaign which will include articles in the Plattsmouth Journal, talks on a local radio station (already started), and attending meetings of the Cass County Historical Society, the Plattsmouth Main Street Association, the Chamber of Commerce, and local Rotary and Kiwanis clubs. These meetings will promote awareness of the project and encourage corporate and private donations. The library will also be requesting funds in its budget for this project.

8. Why is the grant money needed for the project and how will the service be sustained once the grant money is expended?

With the cost of this project reaching approximately \$90,000, which is nearly one third of the library's entire 2011-2012 budget, the library can't afford to digitize the entire collection without outside assistance. This is also why we will be seeking grant money from other agencies such as Midlands Community Foundation, Plattsmouth Community Foundation, and a library-related foundation which has funded a similar project in the past.

The library is committed to this project. The library will be seeking a minimum of \$5,000 in its 2012-2013 budget to continue the project, and the library has begun a fundraising campaign through its Library Foundation. The library has compiled a list of issues missing from the microfilm reels and has posted the list to its website. The library's marketing campaign will include a search for missing issues and a request for donations to be made payable to the Library Foundation so the project may continue.

The library director has coordinated with the city's Information Technology support to ensure that the server the data resides on will have space to accommodate the data and to consider increased storage capacity, if needed. We are planning for the future needs of this project, both technologically and financially.

9. Should available funding not allow the NSRB to grant the full amount requested, but a reduced amount, would this project still be financially feasible?

The project would still be financially feasible, though the process will take longer. A smaller number of reels would be digitized at a time if funds are limited. However, the library is committed to this project because we know this project is supported by local historians and others. The library and the Plattsmouth Public Library Foundation will be seeking additional funds from private donations as well as from Midlands Community Foundation and the Plattsmouth Community Foundation. The library will also be seeking a minimum of \$5,000 annually in its budget request to the City of Plattsmouth.

10. Please describe how this project will enhance the delivery of on-line government agency services and improve the public and/or business access to those services.

For many years, the City of Plattsmouth has published notices of public hearings and public meetings, the minutes of the City Council and the Board of Adjustment and

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Equalization, resolutions, and ordinances in The Plattsmouth Journal. At this time, the City Council minutes from 2009-2012 are available as individual pdf documents on the city's website, but they are not keyword searchable. The city documents mentioned above have been published in the Plattsmouth newspapers for many years, but they are not searchable. By digitizing the newspapers on microfilm, these documents will become more widely available and searchable on the Internet. For the years before the official documents were published in the newspaper, historians will at least have access to the newspaper articles that cover City Council meetings and other official city business. As the county seat, Plattsmouth's newspapers also recorded county meetings and business as well as the history of local communities nearby. This project will make official city and county business and history accessible to anyone on the Internet.

11. Does the project involve the licensing, permitting or regulation of business?

If yes, explain how the project or service will allow integration with the State of Nebraska's Business Portal, located at:

<http://www.nebraska.gov/index.phtml?section=business>, and the One-Stop Online Business registration system located at: <https://www.nebraska.gov/osbr/index.cgi>

No, the project does not involve the licensing, permitting, or regulation of business.

12. Community Support. Please include letters of support to document the public expression that has caused you to implement this application.

Letters of support attached:

Cass County Historical Society (Attachment Three)

The Plattsmouth Journal (Attachment Four)

Director of the Nebraska Digital Newspaper Project, Katherine Walter (Attachment Five)

13. If the grant is to create an on-line application, is the application to have a fee associated with its use for accessing public records, or is the application free for use by the public, businesses and other governmental agencies?

Access to the digitized newspapers will be free and open to everyone on the Internet. The library is working with The Plattsmouth Journal to provide access to years which are not yet in the public domain. At the minimum, if copyright prohibits the posting of the material since 1937, and an agreement with the publisher of The Journal cannot be reached to access these years openly online, the library will provide access to these years from computers within the library, thereby making these years searchable and accessible to as many people as possible. Those who can't come into the library to search recent years will continue to be able to email or call the library for assistance, as is done currently.

If there is to be a fee, provide any statutory authorization for assessing the fee.

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- 14. If the grant application is for a Geographic Information System project, do you and the agency you represent agree to share the data collected in that project, without costs, with other interested government agencies in the State that may have a need for such data?**

Not applicable.

Part II. Technical Information

- 1. Describe the hardware, software, and communications needed for this project and explain why these choices were made.**

The specifications needed for this project are determined by the NDNP standards, which are available at http://www.loc.gov/ndnp/guidelines/NDNP_201214TechNotes.pdf. The library chose to use these standards because the library would like the Plattsmouth newspapers to be added to the Nebraska Newspapers site (<http://nebnewspapers.unl.edu/>) and, eventually, to Chronicling America (<http://chroniclingamerica.loc.gov/>). The only way newspapers can be added to these existing databases is to use NDNP standards. By adopting these standards, the Plattsmouth newspapers will be digitized in such a way as to ensure a durable format with greater accessibility due to the formats used and metadata created.

- 2. Address any technical issues with the proposed technology including:**

- **Conformity with general accepted industry standards. Projects which interface with other state systems (such as distance learning systems) must meet NITC technical standards and guidelines. (The NITC standards and guidelines are located at: <http://www.nitc.state.ne.us/standards/>).**
- **Compatibility with existing institutional and/or statewide infrastructure.**
- **Reliability, security and scalability (future needs for growth or adaptation).**

The library has chosen to follow the NDNP standards as published on the Library of Congress website. This allows the digitized Plattsmouth journals to be added to the Nebraska Newspaper project and, potentially, to Chronicling America.

Since the two companies that the library is still negotiating with have both completed digitization projects using NDNP standards, both companies would be reliable choices to provide this service. Likewise, by using the NDNP standards, the library's project provides a template that could be used by other libraries or agencies wishing to digitize official or historical documents.

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The library has already consulted with the city's I.T. support staff to determine that the data could be accommodated by existing city servers, perhaps with the addition of a hard drive if the library chooses to host the data locally. If it is more economical to use the open source software ResCarta or to have the data hosted on servers belonging to the digitizing company, then those alternatives will be pursued. This is still under negotiation with the companies which have provided quotes.

- 3. Describe how the project will comply with the State's Technology Access Clause:** meet all applicable Nebraska Information Technology Commission Standards and Guidelines. Copies of the Standards are available at:
<http://www.nitc.state.ne.us/standards/index.html>, under 2. Accessibility Architecture.

The library will provide free and open access to the data within the constraints of copyright. The content which is within public domain will be made readily available on the Internet. The library is still pursuing permission from The Plattsmouth Journal to be able to make some of the years that are not within public domain freely accessible on the Internet. If restrictions are necessary, access to copyrighted material would be made available within the library.

As is currently the case, library staff would be able to help people who enter the building as well as those who call or email the library to access the contents of the newspaper. Library staff is currently providing obituary searches on a weekly basis; the results are mailed or emailed to the requester. Assistance to individuals without access to the Internet and to individuals with hearing or sight impairments will continue to be provided, as usual. Whenever possible, library staff will use alt text and other means to make the content on the library's website as accessible as possible.

- 4. Agencies submitting grant applications for funding of a Geographic Information System (GIS) project must in addition to the standard grant application complete and submit the *Supplemental Questionnaire for State Funded Entities on Land Record Information and Mapping-Related Grant Application* found on the Boards website page "Grant Information" at www.staterecordsboard.ne.gov.**

- 5. Describe how technical support will be provided.**

If the data is hosted on the company's servers, technical support will be provided by the company and will be stated in any agreement between the parties. If the data is hosted on the city's servers, support will be provided by the city's I.T. support, as it is currently. The library director has already discussed the project with the city's I.T. support and several concerns, such as possibly expanding the hard drive capacity, have been taken into consideration.

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Part III. EXPECTATIONS

It is the expectation of the Nebraska State Records Board that the grantee recognize the project as an ongoing effort to make public documents and or transactions more accessible. As this application relates to public documents the goal encompasses not only the availability of current documents as described in this application but the ongoing addition of new and updated documents in a timely manner. This goal recognizes the public's interest in not only historical information but the expectation that current data is obtainable. The Nebraska State Records Board recognizes that this is a long term commitment on the part of the grantee and anticipates the continued financial support of the grantee to maintain these expectations.

The library will continue to digitize the Plattsmouth Journal microfilm as new reels are filmed and made available by the Nebraska State Historical Society. The most recent reels available today contain issues from 2003 of The Plattsmouth Journal.

Part IV. STATE LAW COMPLIANCE

Nebraska law, sections 4-108 through 4-114 state that no political subdivision of the State shall provide public benefits, to include grants or contracts, to a person not lawfully present in the United States. If this application is awarded in whole or in part, and during the time the grant is in effect, the undersigned, on behalf of the political subdivision grant applicant, by signing this grant application, affirmatively states and acknowledges that the political subdivision will comply with this law.

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Part V. CONTACT INFORMATION & SIGNATURE

Contact person, and title, for any questions regarding this application:

Karen E. Mier Library Director
Printed Name Title

Phone # 402-296-4154 E-mail kmier@plattsmouth.org

Physical Address: Plattsmouth Public Library, 401 Avenue A, Plattsmouth, NE 68048

I, the Authorized Representative of Plattsmouth Public Library Foundation, certify to the Nebraska State Records Board that the applicant/agency has the necessary authority to undertake the proposed project, will comply with Affirmative Action requirements and provide a drug free workplace environment.

Signed this 5th day of April, 2012

Patricia M. Meisinger
Agency Director

Please return completed application to:

Executive Director
Nebraska State Records Board
440 South 8th Street, Suite 210
Lincoln, NE 68508-2294
(402) 471-2745
(402) 471-2406 (fax)

(Last updated 02/08/2012)

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Attachment One iArchives Quote

Date March 29, 2012



iArchives, Inc.
355 S. 520 W. Suite 250
Lindon, UT 84042
(801) 494-6527

iArchives Quote

Customer Name/Address/Phone Number Karen Mier Director Plattsmouth Public Library

Plattsmouth Public Library - Newspaper Digitization 2012			
Approx. Quantity	Description of Requested Services	Rate	Total
140,000	Microfilm scanning, Image enhancement, Integration of all required NDNP metadata, OCR in read-order, METS/ALTO production to LC's 2011-2013 standards	\$ 0.55	\$ 77,000.00
Included	Delivery of NDNP METS/ALTO files	\$ -	\$ -
	Total	\$ 0.55	\$ 77,000.00

DISCLAIMER

This quote is provided by iArchives Inc. and is based upon the accuracy of the information provided at the time of the quote. Any alteration or deviation from the specifics therein, will result in this quote being voided and iArchives will provide a new quote based upon the new information. With acceptance of this quote, the project will be processed according to the specifications defined within. All amounts owed shall be due and payable within thirty (30) days after the date of an invoice. Any amounts paid after such due date shall be subject to an interest charge of 18% per annum.

Client Signature



Northern Micrographics

COST PROPOSAL Conservation/Preservation Services for Plattsmouth Public Library by Northern Micrographics

BASIS

- The Plattsmouth Public Library will provide approximately 142,800 pages of the *Plattsmouth Journal* newspaper on 35mm microfilm for digital imaging services.
- Northern Micrographics will grayscale each frame at 400dpi and save the resulting file as an uncompressed TIFF image.
- The Plattsmouth Public Library will assist in metadata creation by providing appropriate data elements as outlined by the ResCarta specification.
- Northern Micrographics will split, crop and deskew all files as necessary in preparation for text capture.
- Northern Micrographics will OCR each page and save the resulting file according to ResCarta data standards.
- Northern Micrographics will return all digital files on an external hard drive, unless otherwise specified.

PRICING

Grayscale scanning of 35mm microfilm at 400dpi, uncompressed TIFF.....	\$0.16/frame
Splitting	\$0.10/frame
Cropping	\$0.09/each
Deskewing.....	\$0.18/each
OCR.....	\$0.12/each
External hard drive	at cost
Shipping	at cost

Optional Items

Cropping (auto)	\$0.06/each
Deskewing (auto).....	\$0.06/each



Northern Micrographics

ESTIMATED PRICING – TOTAL

This estimate assumes that the Plattsmouth Public Library will provide approximately 142,800 pages of microfilm for scanning services. Approximately 60,000 frames (120,000 pages) will require splitting.

<u>Item</u>	<u>Qty</u>	<u>Unit</u>	<u>Price</u>	<u>Total</u>
Grayscale scanning of 35mm at 400dpi, TIFF	82,800	Frame	\$0.16	\$13,248.00
Splitting	60,000	Frame	\$0.10	\$6,000.00
Cropping	142,800	Page	\$0.09	\$12,852.00
Deskewing	142,800	Page	\$0.18	\$25,704.00
OCR, saved as ResCarta data files	142,800	Page	\$0.12	\$17,136.00
Estimated Project Total				\$74,940.00

NOTE: Prices are approximate; the actual cost cannot be determined until all items are scanned. The estimated project cost does not include the external hard drive or film return shipping.

TERMS

1. Prices of are firm through June 29, 2012.
2. Prices are FOB La Crosse, WI. Payment terms are Net 30.
3. NMT Corporation accepts no liability and makes no warranty for the suitability, merchantability or use of scanned images furnished by NMT and makes no other warranty, express or implied, except that the scanned images meet the buyer's specifications. Any claims against NMT in violation of this paragraph shall be limited to the cost of replacement of the scanned images and must be filed within 60 days following shipment. In no event shall NMT be liable for direct, indirect, incidental or consequential or punitive damages.



Northern Micrographics

COST PROPOSAL **Conservation/Preservation Services for** **Plattsmouth Public Library** **by Northern Micrographics**

BASIS

- The Plattsmouth Public Library will provide approximately 142,800 pages of the *Plattsmouth Journal* newspaper on 35mm microfilm for digital imaging services.
- Northern Micrographics will scan each frame of microfilm and develop output according to current National Digital Newspaper Program (NDNP) specification.
 - Deliverables outlined in LC technical guidelines include:
Digital images in TIFF, JPEG, and PDF format; OCR text files in ALTO schema;
issue/edition, page, and reel metadata; digital assets and metadata in a METS object structure, according to an XML Batch template structure.
 - The Plattsmouth Public Library will assist in metadata creation by providing appropriate data elements as outlined by the NDNP specification.
- Northern Micrographics will return all digital files on an external hard drive, unless otherwise specified.

PRICING

Microfilm scanning according to NDNP specifications\$0.779/frame
External hard driveat cost
Shipping.....at cost

ESTIMATED PRICING – TOTAL

This estimate assumes that the Plattsmouth Public Library will provide approximately 142,800 pages of microfilm for scanning services.

<u>Item</u>	<u>Qty</u>	<u>Unit</u>	<u>Price</u>	<u>Total</u>
Microfilm scanning according to NDNP specifications	142,800	Page	\$0.779	\$111,241.20
Estimated Project Total				\$111,241.20

NOTE: Prices are approximate; the actual cost cannot be determined until all items are scanned. The estimated project cost does not include the external hard drive or film return shipping.



Northern Micrographics

TERMS

1. Prices of are firm through June 29, 2012.
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CASS COUNTY HISTORICAL SOCIETY
646 Main Street, Plattsmouth, NE 68048

April 6, 2012

Executive Director
Nebraska State Records Board
440 S. 8th St., Suite 210
Lincoln, NE 68508-2294

Dear Sir,

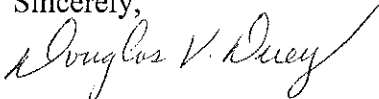
As President of the Board of Directors of the Cass County Historical Society, I am delighted to offer my full support of the Plattsmouth Public Library's grant application to digitize their archive of Plattsmouth newspapers. This effort will greatly advance the library's efforts to make the history of Plattsmouth and Cass County readily available to its patrons.

Genealogy is a popular activity, and it will become more so as the baby-boom generation retires. It is worth noting that within the first few hours after it released the 1940 census records, the National Archives website had over 37 million hits.

Digitizing the Plattsmouth newspapers will greatly facilitate searches, allowing interested people to search the newspapers by keyword from any computer on the Internet. Unlike microfilm, digital copies can be accessed by more than one user concurrently online. Furthermore, digital format is considerably more durable than microfilm.

The Plattsmouth Library's digitization project will enhance awareness of and access to the history of Plattsmouth and Cass County. For these reasons, I wholeheartedly back the Plattsmouth Public Library in this effort.

Sincerely,



Douglas V. Duey
President, Cass County Historical Society

**Attachment Four
Support Letter-Journal**



410 Main Street,
Plattsmouth, NE 68048

April 6, 2012

Executive Director
Nebraska State Records Board
440 S. Eighth St., Suite 210
Lincoln, Neb 68508-2294

Dear Executive Director:

For many years, people have come to The Journal wanting articles and photographs published in the past. We have not been able to fulfill their requests for many reasons.

First, when the newspaper was purchased from the Miller Family, the new owners threw away the Journal's archives including photographs. Although we have bound editions dating back to 1951, they are fragile and we do not allow the public to go through them anymore.

Due to the economic decline over the past few years, we have suffered staff cutbacks and do not have the labor pool available to look up and photocopy information for the public.

Although we have put our pages on CDs over the past nine years, we have changed our computers and programs and cannot open many of them any more.

Knowing these circumstances, you can see Plattsmouth Public Library's project to digitalize The Journal issues, as well as eight other former but now out of print newspaper editions has our whole-hearted support.

Library staff is more than willing to help people with genealogy and other historic research. Newspapers, as you well know, have a wealth of reliable information the public needs to complete its research projects to a professional level.

We at The Journal encourage you to consider the library's grant request for funds to pursue its digitalization project. Genealogy and historic research requests are increasing, especially since Plattsmouth is a historic town and is becoming a destination point due to its many historic buildings.

This project would preserve vital and complete historic records now unavailable to the public. Grant funding is essential for the project to move forward.

Thank you for your consideration.

Sincerely and respectfully yours,

A handwritten signature in cursive script, appearing to read 'Patti Jo Peterson', is written over a faint, dotted outline of the same signature.

Patti Jo Peterson
The Journal managing editor and
Plattsmouth Public Library Board member

Attachment Five Support Letter-UNL



CENTER FOR DIGITAL RESEARCH IN THE HUMANITIES
A joint initiative of the UNL Libraries and
the College of Arts and Sciences

Ms. Karen Mier
Plattsmouth Public Library
Plattsmouth, Nebraska

6 April 2012

Dear Ms. Mier:

Thank you for your recent calls regarding Plattsmouth, Nebraska newspapers and a possible relationship between digitization of your community's pre-1923 newspapers and the aims of the National Digital Newspaper Program (hereafter referred to as NDNP--see <http://chroniclingamerica.loc.gov>) funded by the National Endowment for the Humanities (NEH). The NEH grant for Nebraska is now ending after producing about 265,000 pages of digitized, historically-significant Nebraska newspaper content for *Chronicling America* at the Library of Congress. To host additional content, including some papers out of scope for the NDNP, the University of Nebraska-Lincoln's Center for Digital Research in the Humanities has developed a site called *Nebraska Newspapers* at <http://nebnewspapers.unl.edu>. Technologically, any Nebraska newspaper content digitized using the NDNP specifications and which is in the public domain (pre-1923) can be incorporated into our site.

After your first call, I contacted the National Endowment for the Humanities. They indicated that if the pre-1923 papers were digitized according to the NDNP specifications and met the criteria for scope, there is the possibility of inclusion in *Chronicling America* in the future. This seemed a cautious response since the Library of Congress would need to agree and no time frame was specified. In the event it is not possible to host your content at the Library of Congress anytime soon, it may be possible to host it instead on *Nebraska Newspapers*. This would be dependent upon your project meeting the national specifications for the imaging and metadata and also ensuring that the content is in the public domain. I am happy to discuss this with you further when you are ready.

In conclusion, I want to indicate my sincere support for your project since historical content of newspapers is of great interest to students, scholars and the public.

All the best,

A handwritten signature in cursive script that reads "Katherine L. Walter".

Katherine L. Walter
Director, Nebraska Digital Newspaper Project
Co-director, Center for Digital Research in the Humanities